



Canada: Selling to the Government of Canada

Registration Procedure for the Canadian Supplier Registration Information (SRI) System

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Summary

The Canadian Government is one of the largest purchasing entities in the world with annual procurements of goods and services from thousands of suppliers running in excess of US\$20 billion. Furthermore, for U.S. suppliers Canada represents one of the most open, accessible and transparent public sector markets outside of the United States.

Public Works and Government Services Canada (PWGSC) is Canada's centralized purchasing agency for federal procurement and essentially performs the same functions as the U.S. General Services Administration (GSA). Currently, PWGSC manages over 60,000 contracts for goods and services, valued at approximately US\$8.5 billion per year. The agency actually oversees the procurement needs of some 100 Canadian federal departments and agencies, in addition to the contract requirements of major government projects.

PWGSC also manages the Canadian Supplier Registration Information (SRI) System which is employed by all federal government buyers to purchase low-dollar value goods and services, not expressly provided for in the NAFTA Government Procurement Rules. The [Supplier Registration Information \(SRI\)](#) database lists all previously qualified suppliers for the convenience of federal government buyers.

U.S. companies that are interested in being considered for such low-dollar value purchases are required to register on the SRI database, and by doing so agree to release the product and service information to various Canadian federal purchasing agents.

Please note that SRI registration does not guarantee that a company will be awarded contracts. We, therefore, that U.S. suppliers interested in actively marketing to the Government of Canada contact the U.S. Commercial Service in Ottawa

For government procurement that do come under trade agreements such as the North American Free Trade Agreement (NAFTA), federal government buyers use the on-line tendering system [MERX](#) to solicit proposals and bids. Note: NAFTA applies to the procurement of goods valued at more than US\$28,200 (CDN\$32,400), and services valued at more than US\$76,500 (CDN\$84,000). These procurement opportunities are listed, free of charge, on MERX although registration is required.

The GoC uses a [Procurement Business Number \(PBN\)](#), as a supplier identifier code for its purchasing and payments systems, therefore, all U.S. companies wishing to sell to the GoC must have a PBN.

This document outlines the procedure to enroll in the SRI System and how to obtain the required PBN for selling to the Government of Canada.

The Importance of SRI

SRI registration will provide you with a [Procurement Business Number \(PBN\)](#), which is your supplier identification code. It is necessary to have a PBN in order to sell to and be paid by the GoC. This is important since a common identifier is necessary to support electronic procurement in the federal government. The PBN will also allow businesses to navigate through the Canadian federal government systems and avoid the need to repeatedly input their basic information. The PBN will eventually become the common identifier for all government purchasing and payment systems as government moves further towards electronic commerce.

In order to obtain a PBN, you will have to register with the SRI. SRI registration also requires your company to obtain a [Canadian Business Number \(BN\)](#). The following describes the procedure to obtain a Business Number.

How to register a Business Number (BN)

Step 1

Consult the chart below to select the appropriate [Canada Revenue Agency](#) office according to your state. Please inform the Canadian Revenue agent that you are a U.S. business and require a Business Number to register for SRI.

Your Location in the United States		Canada Revenue Agency Contact
Alaska Arizona California Hawaii Idaho	Nevada Oregon Utah Washington	Vancouver Tax Services Office 10688 King George Hwy PO Box 249 Station Main Surrey, BC V3T 4W8 Telephone: 604-691-4308 Facsimile: 604-691-4907
Alabama Connecticut Delaware District of Columbia Florida Georgia Illinois Indiana Kentucky Maryland Massachusetts Michigan Mississippi	New Hampshire New Jersey New York North Carolina Ohio Pennsylvania Rhode Island South Carolina Tennessee Vermont West Virginia Wisconsin	Windsor Tax Services Office 185 Ouellette Avenue PO Box 1655 Windsor, ON N9A 7G7 Telephone: 519-252-4705 Facsimile: 519-971-2011

Arkansas Colorado Iowa Kansas Louisiana Maine Minnesota Missouri	Montana Nebraska New Mexico North Dakota Oklahoma South Dakota Texas Wyoming	Halifax Tax Services Office 1557 Hollis St. PO Box 638 Halifax, NS B3J 2T5 Telephone: 902-426-5150 Facsimile: 902-426-4888
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Step 2

Complete and submit the Canada Revenue Agency form [Request for Business Number \(RC1\)](#).

This is a five page application. You are required to fill in section A and F, and provide corporate documents as required (i.e., articles of incorporation, etc.)

This form is to be returned to Canada Revenue Agency office by either fax or post, according to the chart above. If you are submitting the RC1 application by fax, please include in your cover letter that you are U.S. business requiring a BN for SRI registration. Should you have any questions please contact an agent by telephone.

Step 3

Once you receive your BN you can now register for SRI on the [Business Access Canada](#) website at: <http://www.contractscanada.gc.ca/en/regist-e.htm>.

SRI Registration

SRI registration is a two step process.

1. **Creation of account.** Provide required information, including BN. Once you have submitted this basic information, Canada Revenue Agency will verify your Business Number and send you a PBN by e-mail. This should occur within 2 business days. If you have any problems during this time please contact 1-800-811-1148.
2. **Completion of your account information.** When you receive your PBN from the Canada Revenue Agency, follow the URL in the email or on the [Business Access Canada](#) home page and select "[Access Your SRI Account](#)." You will need to enter your PBN to login. Complete the information required to create your SRI account.

List the Commodities. It is important to list the goods and services that you can supply. Government buyers will usually do a search by commodity to find the available suppliers so listing your commodities will ensure that Canadian buyers can locate you easily.

Your registration is now complete and you are able to sell to the Canadian federal government.

For more information on SRI registration, commodities and maintaining your SRI account, please visit to <https://srisupplier.contractscanada.gc.ca/>.

Contacts

For more information on how to do business with the Canadian Government, please contact [Contracts Canada](#).

Business Access Canada, Public Works and Government Services Service Canada (PWGSC)
InfoLine: 1-800-811-1148, Fax: 819-956-6123, Web: <http://contractscanada.gc.ca>

Business Access Canada is an agency of the Federal Government of Canada that will assist buyers in increasing awareness and simplifying access to federal government purchasing. Their website provides valuable government purchasing information.

For More Information

The U.S. Commercial Service in Ottawa, Canada can be contacted via e-mail at: lucy.latka@mail.doc.gov;
Phone: 613 688-5219; Fax: 613 238-5999; or visit our website: www.buyusa.gov/canada.

The U.S. Commercial Service — Your Global Business Partner

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Comments and Suggestions: We welcome your comments and suggestions regarding this market research. You can e-mail us your comments/suggestions to: Customer.Care@mail.doc.gov. Please include the name of the applicable market research in your e-mail. We greatly appreciate your feedback.

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